

BOARD MEETING DATE: March 4, 2016

AGENDA NO. 15

PROPOSAL: Amend Contract for Document and Case Management System for SCAQMD's Legal Department

SYNOPSIS: On December 6, 2013, the Board approved a contract for \$238,130 with CourtView Justice Solutions, Inc. for implementation of Document and Case Management Software. Legal is currently finalizing implementation of the project. Additional integration for data exchange and production of a specialized report is necessary to fully utilize the capabilities of the software. This action is to amend the contract and appropriate additional funds for the completion of the project.

COMMITTEE: Administrative, February 12, 2016; Recommended for Approval

RECOMMENDED ACTIONS:

1. Appropriate \$34,500 from the Undesignated General Fund Balance to Legal's FY 2015-16 Budget, Services and Supplies Major Object, Professional and Special Services account.
2. Authorize the Executive Officer to amend the Contract with CourtView Justice Solutions, Inc. in an amount not to exceed \$34,500.

Barry R. Wallerstein, D.Env.
Executive Officer

KRW:vmr

Background

On December 6, 2013, the Board approved a contract with CourtView Justice Solutions, Inc. for \$238,130 to implement a Document and Case Management Software system. The project was initiated to upgrade Legal's document access and case management capabilities. Legal is currently finalizing implementation of the project, which will be completed this month. The new software is specifically designed to draw enforcement data from the SCAQMD CLASS database onto the desktops of Legal staff where the data can be used for the preparation of legal documents. The integration required the development of scripts to pass data between the two systems. Beginning cost estimates

were not sufficient to fully cover the work required. Costs initially allocated to facilitate the data exchange between the software and CLASS have been depleted. The integration necessitates an additional \$22,000. Additionally, production of a specialized report providing Case Settlement data to the Board is necessary due to the pending stoppage of Legal's current proprietary database. This system, known as DPOP, is scheduled to be taken off line within the next few months and will no longer be supported. The cost to design and deploy the report is \$12,500. This proposed action is to amend the contract and appropriate additional funds for the completion of the project.

Proposal

In order to complete and enhance software technology advancements in Legal, it is necessary to appropriate additional funds and amend the existing contract to finalize implementation and production of required reports.

Resource Impacts

Sufficient funds will be available in Legal's FY 2015-16 Budget upon approval of this Board letter.